



# FINANCIAL REPORT FOR PAYROLL PROCESSING

## FN-3 | TRANSACTION ZFIR018



The purpose of this Business Process Procedure is to demonstrate how to use transaction ZFIR018 in the Integrated HR-Payroll System.

**Trigger:** As part of the validation process for posting payroll, the agency should run ZFIR018.

### Business Process Procedure Overview:

The summary version of ZFIR018 can be used to verify the total dollar amount on the report with the (North Carolina Financial System) NCFS amount. The detailed version of this report can be used to see the detailed account, wage types, and cost distribution for each employee. ZFIR018 should be run after payroll post to General Ledger.

Variants have been set up to use when running the report.

These variants are in the format of:

/210330 CMCS	REQS POSTED 03 30 2021	A	X	00362121	03/30/2021
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This includes the payroll runs for CMCS posting date of March 30, 2021.

/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A	X	00362121	04/01/2021
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This includes all payroll runs for the month of March, 2021. Medical is excluded.

/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A	X	00362121	04/05/2021
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This includes the medical expenditures for the March payroll which posted on April 5, 2021. The output file that is created can be modified.

**NOTE:** The naming convention of the variants have changed with the implementation of NCFS. The variant names will use the format of /YYMMDD **NCFS** REQS POSTED MM DD YYYY. All variants that were created prior to October 2023 will remain as /YYMMDD CMCS.

**NOTE:** NCFS will be implemented in October 2023, the above noted queries will use a new layout. This new layout will include the new accounting segments of Agency, NCFS Account, Fund Source, Budget Fund, AMU, Agency Program, Project, and Budget Code. These fields display to the far right of the results screen. An example is shown below.

**Payroll Postings to FI/CO**

Account Number with Text	FOR per.start	End/FP	Run Number	Agency	NCFS Acct	Fund Src	Bud Fund	AMU	Agency Pgm	Project	Budget Code
21110003 CASH FROM EMPLOYEE	12/09/2022	12/09/2022	78884								
21110003 CASH FROM EMPLOYEE											
21122100 EE & ER FICA/MEDICAR	12/09/2022	12/09/2022	78884								
	12/09/2022	12/09/2022	78884								
	12/09/2022	12/09/2022	78884								
	12/09/2022	12/09/2022	78884								
21122100 EE & ER FICA/MEDICAR											
50121000 SPA-REGULAR SAL	12/09/2022	12/09/2022	78884	2700	51210000	0000	131105	2711396	0000000	2009900000	14470
	12/09/2022	12/09/2022	78884	2700	51210000	0000	131105	2711396	0000000	2009900000	14470
	12/09/2022	12/09/2022	78884	2700	51210000	0000	131105	2711396	0000000	2009900000	14470
	12/09/2022	12/09/2022	78884	2700	51210000	0000	131105	2711396	0000000	2009900000	14470
50121000 SPA-REGULAR SAL											
50151000 SOCIAL SECURITY	12/09/2022	12/09/2022	78884	2700	51510000	0000	131105	2711396	0000000	2009900000	14470
	12/09/2022	12/09/2022	78884	2700	51510000	0000	131105	2711396	0000000	2009900000	14470
	12/09/2022	12/09/2022	78884	2700	51510000	0000	131105	2711396	0000000	2009900000	14470
	12/09/2022	12/09/2022	78884	2700	51510000	0000	131105	2711396	0000000	2009900000	14470
50151000 SOCIAL SECURITY											

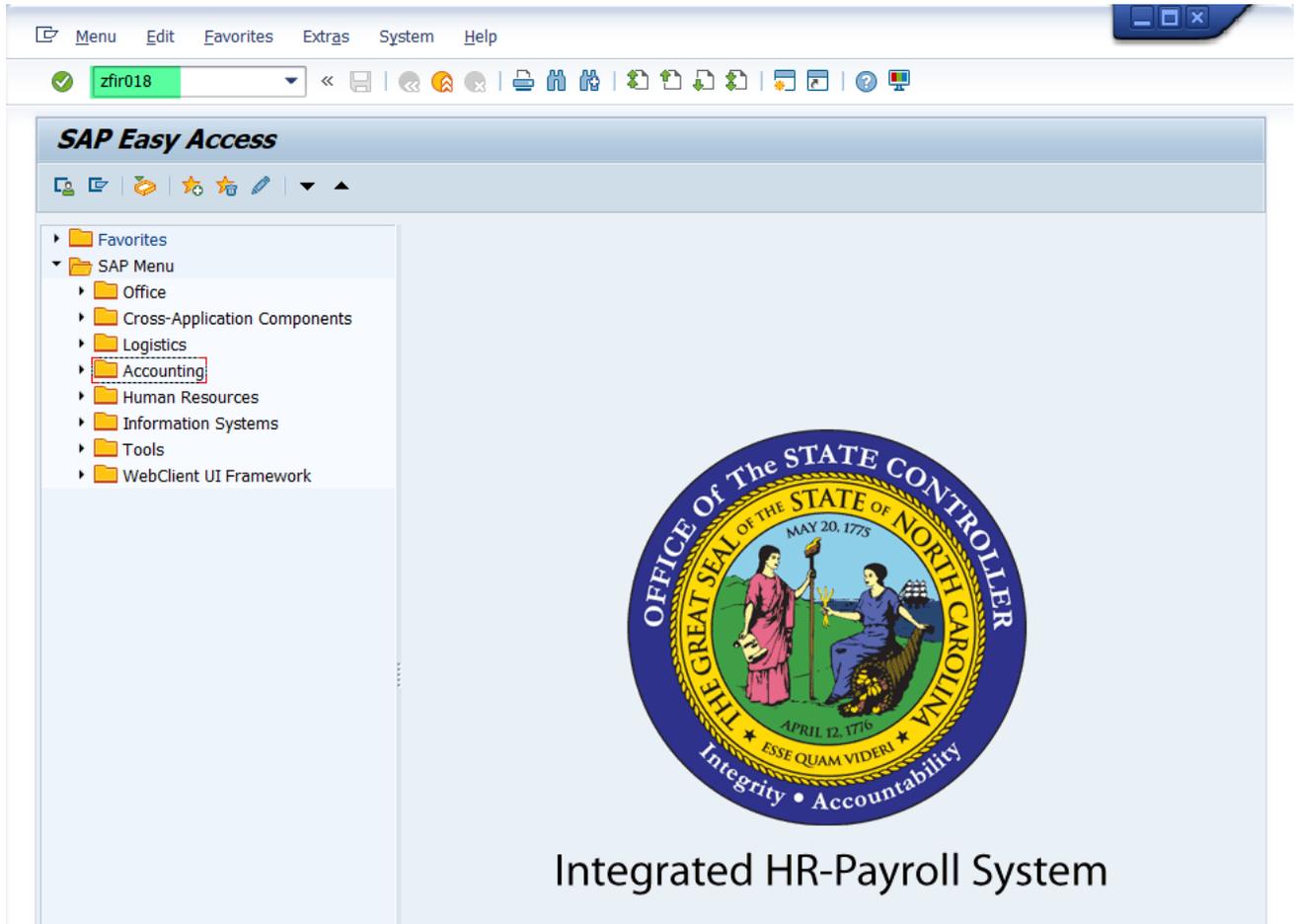
The following BPP will show how to make changes. It is also possible to save the file as a spreadsheet.

**Access Transaction:**

**Via Transaction Code:** ZFIR018

Procedure

1. Enter ZFIR018 in the command field:



2. Click the **Enter**  button.



**Information**

You may want to enter this transaction code in your Favorites folder.

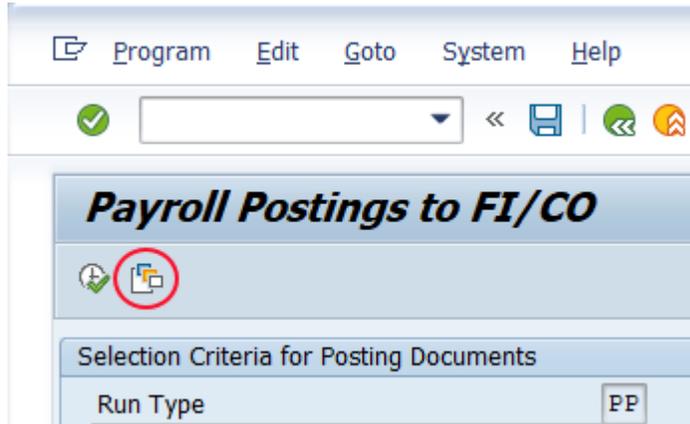
- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZFIR018**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

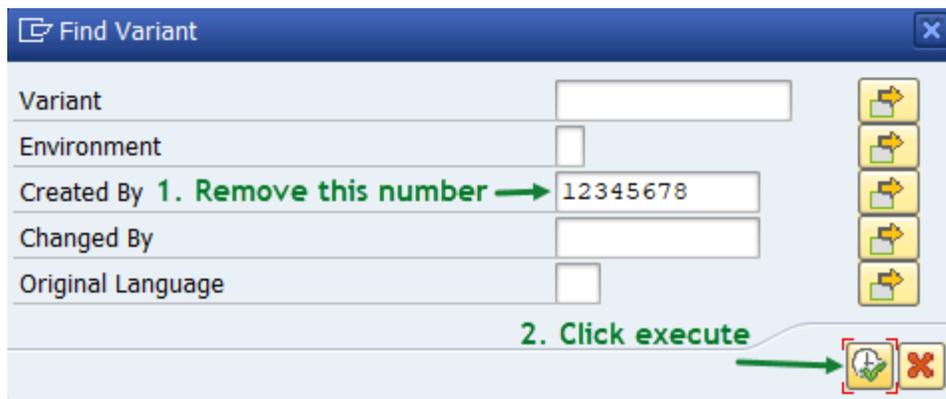
- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

For more information about your Favorites folder, see <https://www.osc.nc.gov/documents/working-your-favorites-folder>

- Click the Get Variant  button. (Alternatively, the hotkey is Shift+F5, or use the drop-down menus at the top of your screen: Goto -> Variants -> Get Variant)



- Remove your personnel number from the Find Variant pop-up and click the execute button.



- In the Variant Catalog pop-up, select the variant to match the date you want to verify by single clicking it.

**Note:** The format is */YearMonthDay*. You can use the Find  button to search for specific results.

The monthly variants do not include medical expenses because they post in the next month. There are special variants created for the medical run:

**/2103MM TOTAL TOTAL PAYROLL POSTINGS 03 2021 A X 00362121 04/01/2021**

This includes all payroll runs for month of March, 2021. Medical is excluded.

**/210405 CMCS M REQS POSTED 04 05 21 MEDICAL A X 00362121 04/05/2021**

This includes the medical expenditures for the March payroll which will be posted on April 5, 2021.

**NOTE:** Beginning in October 2023, the medical expenditures will be named as follows:

**/231006 NCFS M REQS POSTED 10 06 23 MEDICAL**

ABAP: Variant Directory of Program ZFIR018\_PAYROLL\_POSTING

Variant Catalog for Program ZFIR018\_PAYROLL\_POSTING

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Changed On
<b>/2103MM TOTAL</b>	<b>TOTAL PAYROLL POSTINGS 03 2021</b>	A	X	00362121	04/01/2021		
/2103QQ QTR 3	Jan - Mar 2021 Excluding Med	A	X	00362121	04/01/2021		
/2103QQ QTR 3M	Jan - Mar 2021 Medical	A	X	00362121	04/01/2021		
/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A	X	00362121	04/05/2021		
/210407 CMCS	REQS POSTED 04 07 2021	A	X	00362121	04/08/2021		
/210414 CMCS	REQS POSTED 04 14 2021	A	X	00362121	04/14/2021		
/210421 CMCS	REQS POSTED 04 21 2021	A	X	00362121	04/21/2021		
/210428 CMCS	REQS POSTED 04 28 2021	A	X	00362121	04/28/2021		
/2104MM TOTAL	TOTAL PAYROLL POSTINGS 04 2021	A	X	00362121	05/03/2021		
/210504 CMCS M	REQS POSTED 05 04 21 MEDICAL	A	X	00362121	05/04/2021		
/210505 CMCS	REQS POSTED 05 05 2021	A	X	00362121	05/05/2021		
/ACCRIAL VERIF	Year end accrual verification	A	X	01342656	07/05/2012		
/AOC PP 12000	AOC BUDGET PP POSTINGS 12000	A		00362121	06/25/2019	00362121	06/26/2019
/AUD-ESC DOT	File for Auditor ESC or DOT	A		01342656	07/28/2011		
/CAL09 OVERALL	CAL 1/09-12/09 OT& COMP PAYOUT	A	X	01342656	02/09/2012		
/CAL10 OVERALL	CAL 1/10-12/10 OT& COMP PAYOUT	A	X	01342656	02/09/2012		
/CAL11 OVERALL	CAL 1/11-12/11 OT& COMP PAYOUT	A	X	01342656	01/19/2012	01342656	01/19/2012
/CALENDARY13	1/1/13-12/31/13	A	X	01973313	08/24/2015		
/CCPS AUG	CCPS Aug Payroll	A	X	01344997	10/05/2011	01344997	06/05/2013

- Click the Choose  button (F2).

- Complete the Business Area field to identify the Agency for which balance sheets and income statements are prepared.

### Payroll Postings to FI/CO

Selection Criteria for Posting Documents

Run Type	PP			
Posting Run Number	73310	to		
Posting Run Name		to		
Document Number		to		
Company Code	NC01	to	NC02	
Business Area	1400	to		
Cost Center		to		
Internal Order		to		
GL Account	= 50170000	to		
Fund		to		
Funds center		to		
Employee		to		
Sequence Number		to		
Symbolic account		to		
Amount		to		

Wage Types

Wage type application

Wage type

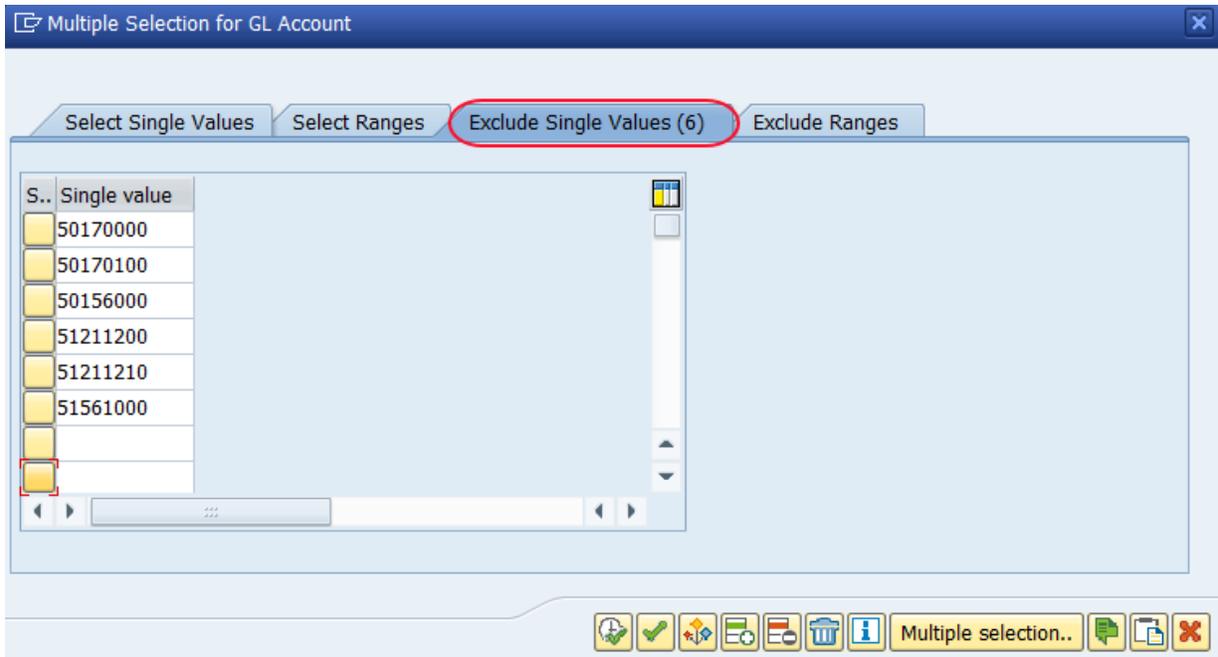
Output Options

Display Variant: /ZGENERIC

- Click on the Multiple Selections button for the GL Account field.

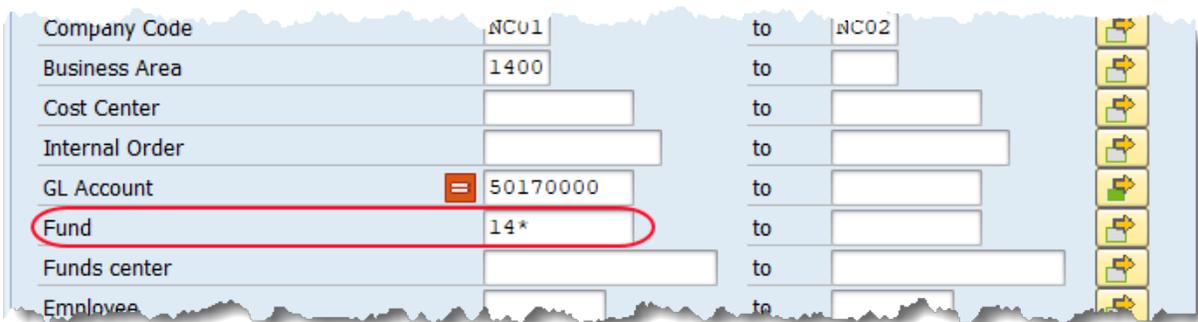


9. Click the Exclude Single Values tab on the pop-up:



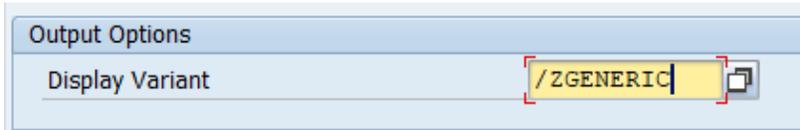
**Note** - These values will not be displayed in this run of the report. If any changes are entered, click the copy  button once complete. Otherwise, click the Cancel  button to close the window.

10. Complete the Fund field. Budget funds are program numbers mandated by the Office of State Budget and Management.

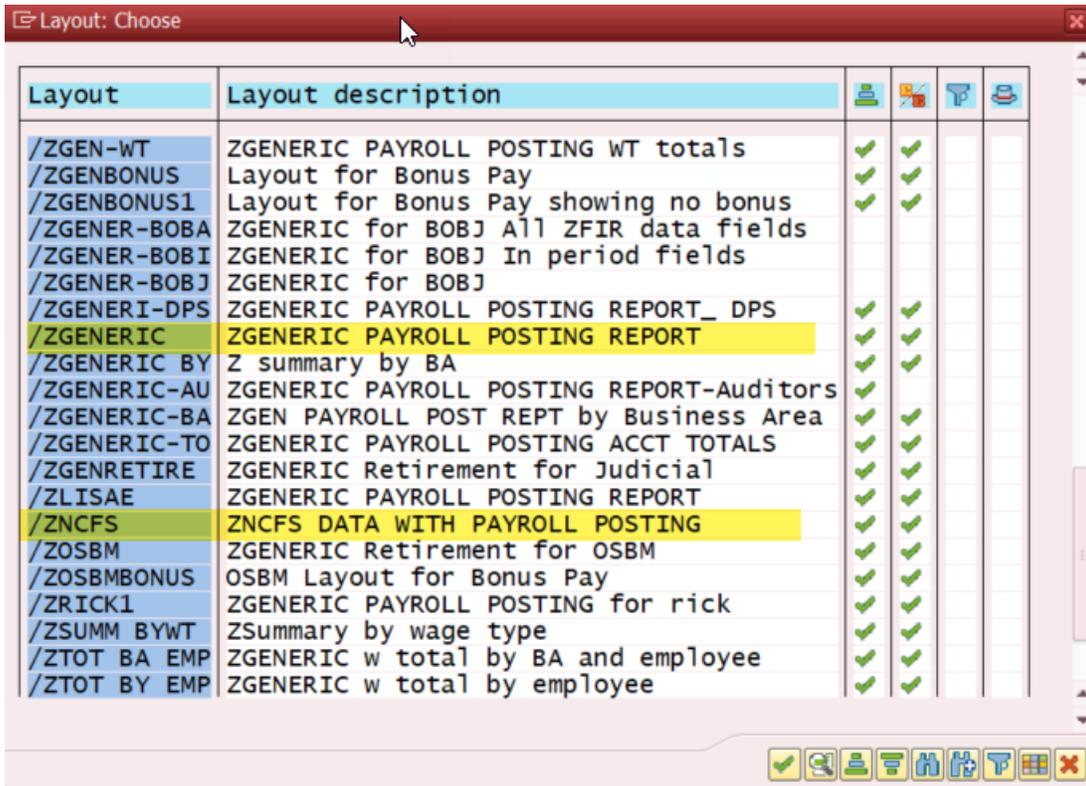


**NOTE:** Enter your agency identifier followed by an asterisk (\*). This is a wildcard search, and all your agency funds will be selected. Also, this will eliminate the liability accounts in the report which are not passed to NCFS.

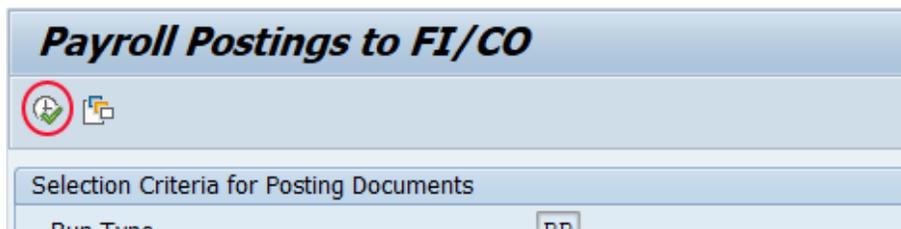
- Optional: Click the matchcode  button next to the Display Variant field in the Output Options section.



**/ZGENERIC** is the normal layout used when the variants are created using CMCS. **/ZNCFS** is the layout used when the variants are created using NCFs (October 2023 and subsequent). You can create your own layout or use another from the list in the pop-up window that appears after clicking the matchcode button:



- Click the Execute  button.



13. Review the results of the ZFIR018 report. The system task is complete.

**Payroll Postings to FI/CO**

Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long Text	Σ Debit Amount	Σ Amount	Σ Amount	Fund	Cost Center
50111000 EPA-REGULAR SAL	80000407	Marva Mattox	1000 Regular Salary	4,166.67		4,166.67	461320001	4610000000
	80000975	Arthur Norman01	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000976	Arthur Norman02	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000977	Arthur Norman03	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000978	Arthur Norman04	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000979	Arthur Norman05	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000980	Arthur Norman06	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000981	Arthur Norman07	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000982	Arthur Norman08	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000983	Arthur Norman09	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000984	Arthur Norman10	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000985	Arthur Norman11	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000986	Arthur Norman12	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000987	Arthur Norman13	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000988	Arthur Norman14	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000989	Arthur Norman15	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000990	Arthur Norman16	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000991	Arthur Norman17	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000992	Arthur Norman18	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000993	Arthur Norman19	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80000994	Arthur Norman20	1000 Regular Salary	6,130.17		6,130.17	461320001	4610000000
	80001042	Nicole Milam	1000 Regular Salary	4,545.42		4,545.42	461241001	4610000000
50111000 EPA-REGULAR SAL				<b>131,315.49</b>		<b>131,315.49</b>		
50121000 SPA-REGULAR SAL	80000049	James Hunt01	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000050	James Hunt02	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000051	James Hunt03	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000052	James Hunt04	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000053	James Hunt05	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000054	James Hunt06	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000055	James Hunt07	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000056	James Hunt08	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000057	James Hunt09	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000058	James Hunt10	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000
	80000059	James Hunt11	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000

**Additional Information**

Your ZFIR018 report results can be reorganized, filtered, and exported. Following are some examples of such.

**A. Reorganizing results:**

Most reports in the Integrated HR-Payroll system can be reorganized with the layout buttons.

-  Change Layout
-  Select Layout
-  Save Layout

Additional information regarding this functionality can be found in the [How to Manage SAP Report Layouts](#) help document.

B. Filtering results (example 1)

Scenario: You need to look for all of the data related to a specific employee.

1. Click on the **Pers.No.** column.

Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type
50111000 EPA-REGULAR SAL	80000407	Marva Mattox	1000 Regular
	80000975	Arthur Norman01	1000 Regular
	80000976	Arthur Norman02	1000 Regular
	80000977	Arthur Norman03	1000 Regular
	80000978	Arthur Norman04	1000 Regular
	80000979	Arthur Norman05	1000 Regular
	80000980	Arthur Norman06	1000 Regular
	80000981	Arthur Norman07	1000 Regular
	80000982	Arthur Norman08	1000 Regular
	80000983	Arthur Norman09	1000 Regular
	80000984	Arthur Norman10	1000 Regular
	80000985	Arthur Norman11	1000 Regular
	80000986	Arthur Norman12	1000 Regular

2. Click the Set Filter  button.

Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type
50111000 EPA-REGULAR SAL	80000407	Marva Mattox	1000 Regular

3. Enter the personnel number of the employee whom you are researching.

Determine Values for Filter Criteria

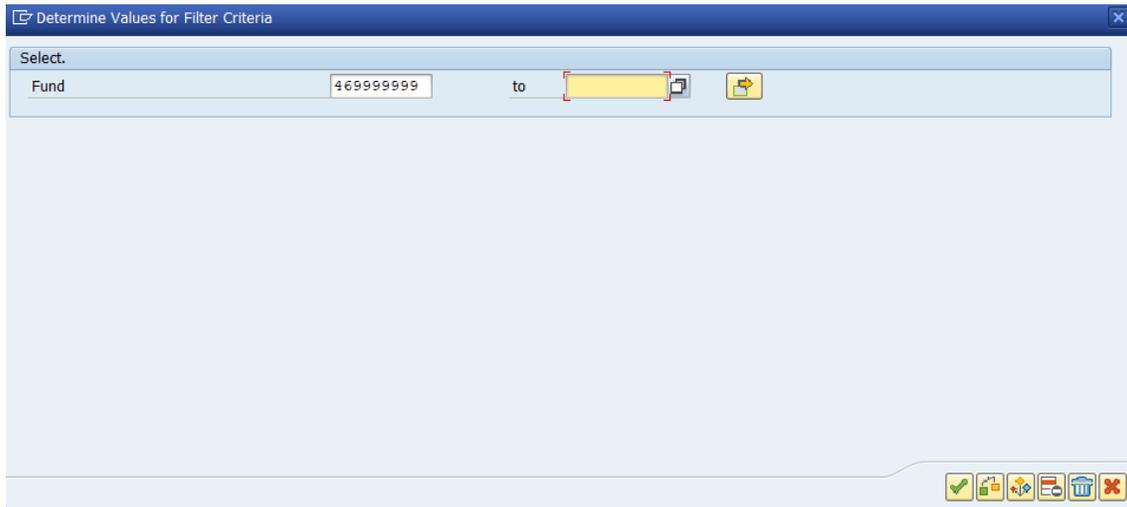
Select.

Personnel Number  to

Buttons: [OK] [Cancel] [Apply] [Refresh] [Close]



2. Click the Set Filter  button.
3. Enter in your default fund value ('agency identifier'+ '9999999')

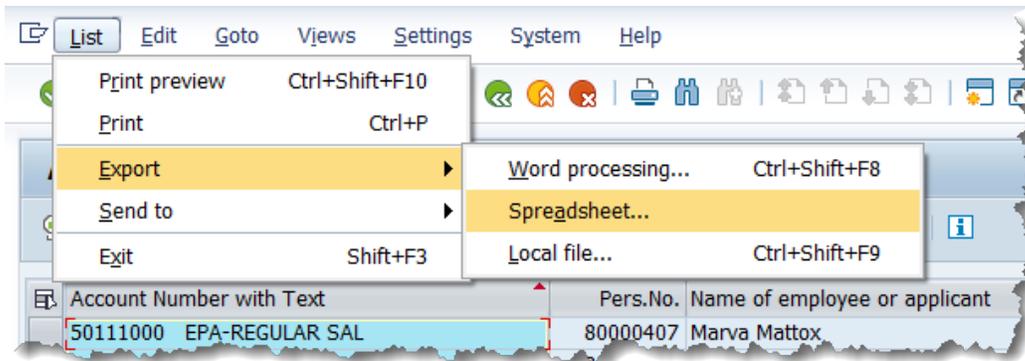


4. Click the Execute  button. Review the results.

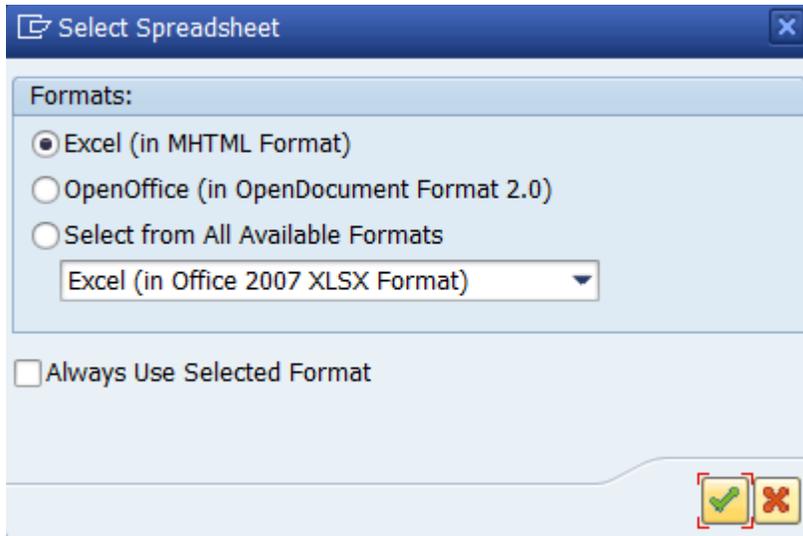
**D. Exporting report results**

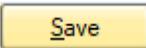
Use the drop-down menus at the top of your report results to export to a spreadsheet.

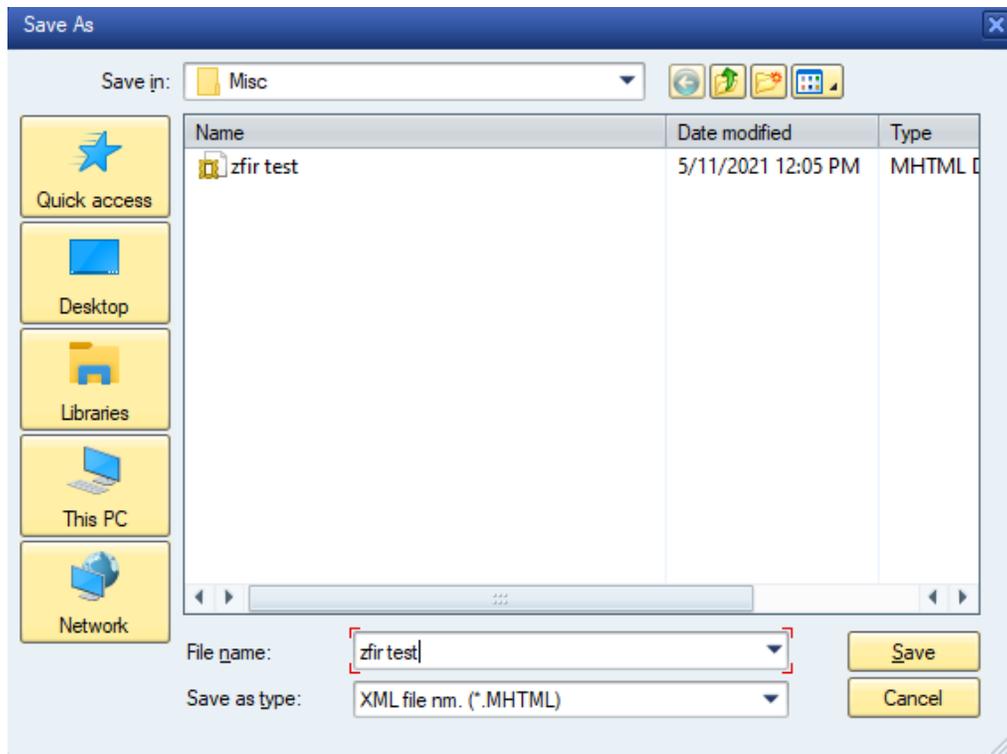
1. Click List >> Export >> Spreadsheet



2. Choose your preferred format and click the Continue  button.



3. Choose an appropriate filename and location and click the Save  button.



### Additional Resources

Training HELP website: [https://www.osc.nc.gov/training/training\\_help\\_documents](https://www.osc.nc.gov/training/training_help_documents)

### Change Record

Change Date: 5/11/21 – Changed by D. Genzlinger

Changes: Updated docs with new info regarding NCFS. Updated to current BPP format. Updated screen shots.

Change Date: 1/11/2023 - Changed by Lisa Kaull

Changes: Updated document to distinguish between CMCS and NCFS changes to variant naming conventions and layout options.